

Virginia Board of Nursing Home Administrators

Qualifying for Licensure: Required Content for College Coursework

The requirements for licensure as a nursing home administrator are addressed in the Regulations of the Virginia Board of Nursing Home Administrators at 18 VAC 95-20-220. The educational requirement for licensure by degree and practical experience or by certificate program is for college coursework in nursing home administration or a health care administration field. To meet the educational requirements for licensure an applicant must provide a transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services. This coursework must include a minimum of 3 semester hours in each of the Content Areas 1, 2, 3, and 4 as described below. A minimum of 6 semester hours is required in Content Area 5 as described below.

5 Required Content Areas:

- 1. Resident Care and Quality of Life:** Course content must address program and service planning, supervision and evaluation to meet the needs of patients such as (a) nursing, medical and pharmaceutical care, (b) rehabilitative, social, psycho-social and recreational services, (c) nutritional services, (d) safety and rights protections, (e) quality assurance, and (f) infection control.
- 2. Human Resources:** Course content must focus on personnel leadership in a health care management role and must address organizational behavior and personnel management skills such as (a) staff organization, supervision, communication and evaluation, (b) staff recruitment, retention, and training, (c) personnel policy development and implementation, and (d) employee health and safety.
- 3. Finance:** Course content must address financial management of health care programs and facilities such as (a) an overview of financial practices and problems in the delivery of health care services, (b) financial planning, accounting, analysis and auditing, (c) budgeting, (d) health care cost issues, and (e) reimbursement systems and structures.
- 4. Physical Environment and Atmosphere:** Course content must address facility and equipment management such as (a) maintenance, (b) housekeeping, (c) safety, (d) inspections and compliance with laws and regulations, and (e) emergency preparedness.
- 5. Leadership and Management:** Course content must address the leadership roles in health delivery systems such as (a) government oversight and interaction, (b) organizational policies and procedures, (c) principles of ethics and law, (d) community coordination and cooperation, (e) risk management, and (f) governance and decision making.